



International Organization for Migration (IOM)
The UN Migration Agency

Call for Curriculum Vitae IE2019-03

Position Title : **Intern, Finance and Operations Administrative**
Duty Station : **Dublin, Ireland**
Type of Appointment : **Internship (Paid)**
Time Basis : **Part-time (20 hours per week)**
Duration of Assignment : **6 months**
Estimated Start Date : **As soon as possible**

Closing Date : **06.05. 2019**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Practicalities:

Priority is given to candidates who:

- a) are holding a scholarship for internship placements in international organizations and/or for whom internship is required to complete their studies;
- b) are sponsored by governmental/non-governmental institutions and/or academia to work on specific areas relevant to both IOM and the sponsor;

Context:

IOM Ireland is engaged in the implementation of different projects in the field of international migration in cooperation with the Government of Ireland, NGOs and partners. The mission works in the areas of migrant Assisted Voluntary Return and Reintegration, resettlement, family reunification, relocation assistance, Global initiatives, integration and counter-trafficking.

Core Functions / Responsibilities:

The intern will work under the direct supervision of the Finance and Operations

He / she will have the following duties and responsibilities:

- Assist with the planning, management and organization of activities, including procurement, event planning, communication with other staff and stakeholders;
- Assist with the implementation of project activities;
- Assist in creating proper monitoring tool for VAT claims and preparation of files for the Revenue Ireland office
- Assist with filing, copying and scanning
- Assist with preparation of supporting documents for vendor payments
- Perform other tasks linked to office duties;
- Perform any other related tasks as required.

Required Qualifications and Experience:

Education

- Tertiary studies preferably in the fields of Social Sciences, Political Sciences, European Studies, International relations, International Development, Business Administration, Commerce, Accounting or Finance; or
- High School Certificate with work-related experience in any of the above fields.

Experience

- Proven ability to conduct research;
- Good writing skills combined with the ability to draft clear and concise reports;
- Attention to detail, good communication and interpersonal skills;
- Experience and / or exposure to migration issues or human rights is an advantage.

Languages

Excellent knowledge of spoken and written **English**; other language is an asset.

Required Competencies:

- Strong organizational skills;
- Ability to understand the Organization's structure and portfolios;
- Ability to work effectively and harmoniously in a team of colleagues of varied cultural and professional backgrounds;
- Proven ability to produce quality work accurately and concisely according to set deadlines;
- Practical experience of how to multi-task, prioritize and work independently.

Other:

1. The intern will not only become acquainted with the policies of IOM as an international organization, its multicultural environment and its functioning, but also learn more about the current regional and EU framework policies on migration.
2. Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.
3. This post is subject to local recruitment. Only persons holding a valid residence and work permit for Ireland will be eligible for consideration.
4. Any offer made in relation to this notice is subject to confirmation of funding.

How to apply:

Interested candidates are invited to submit their applications – C.V. and a short Motivation Letter to iomdublin@iom.int by **06.05. 2019** at the latest, with the reference “**IE2019 – 03 – Internship**” as the Subject.

In order for an application to be considered valid, IOM only accepts applications duly completed.

Only shortlisted candidates will be contacted.